



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE AIDE

Posting Number

PN #108960

Department

HOUSTON POLICE

Division

VARIOUS

Section

N/A

Reporting Location

VARIOUS*

Workdays & Hours

VARIOUS*

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Compiles and processes data to maintain routine reports; tabulates and prepares periodic reports. Establishes and maintains assigned records. Types, proofreads and edits correspondence, reports, requisitions, etc. Resolve questions; refers questions with policy and procedure implications to supervisor. Organizes and maintains various files. Answer telephones, sort mail, operate photocopier and various other office equipment. Performs basic personal computer or CRT duties. Assists with special projects as requested. Maintains records, interprets data and prepares complex reports that may be semi-technical in nature.

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WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc; as might normally be acquired through attainment of high school diploma or a GED.

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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative experience are required.

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MINIMUM LICENSE REQUIREMENTS

None.

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PREFERENCES

None.

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SELECTION/SKILLS TESTS REQUIRED

None, however, the Department may administer a skills assessment evaluation.

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SAFETY IMPACT POSITION

Yes ☐ No ☒

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 10
\$723.00 - \$962.00 Biweekly \$18,798.00 - \$25,012.00 Annually

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OPENING DATE

February 15, 2006

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CLOSING DATE

February 21, 2006

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer